

**WEARE TOWN HALL SIGN USAGE
RULES & REGULATIONS**

The use of the sign in front of the Weare Town Hall is permitted under the following rules and regulations:

An Announcement Form must be filled out by anyone using the signboard and is available on the Town of Weare's website www.weare.nh.gov.

A \$10.00 deposit is required by anyone (with the exception of town committees), utilizing the sign and will be returned when the letters for the sign are brought back. Individuals/Organizations who sign out letters that are not returned will be billed for the cost of replacing those letters if the cost is greater than the \$10.00 deposit.

First option for use is given to the individual/organization who is renting the Town Hall for an event. Since the building is used on a daily basis, the event announced must have taken place prior to the next announcement being placed on the sign, however, the sign is large enough to allow two lines on each side per event for a total of two events being advertised at a time.

If there is no interest by individuals/organizations renting the Town Hall to use the sign, Town Committee's and/or Town Nonprofit Organizations have second option.

No announcement shall be left on the sign longer than one week at a time. Sign up for use of the sign will be done on a first come basis with two lines being given per announcement.

No organization/committee will be allowed to monopolize use of the sign. Use of sign to promote a for profit organization is not permitted.

It is the responsibility of the individuals/organizations to set up and remove announcements. Letters are available in and must be returned to the Selectmen's Office. If announcements are left up beyond one week, privilege to use the sign will be suspended for one year.

The Board of Selectmen has the right to remove announcements in order to use the signboard for a town government event/meeting. The Board of Selectmen has the right to remove any announcement that is deemed to be inappropriate.

Name of Organization/Individual:

Address:

Mailing Address (if different):

Date of use: _____

WEARE TOWN HALL SIGN USE FORM

The Town Hall Sign has 4 lines per side. They are 93" long and they hold 17 characters each.

Indicated which side of sign you would prefer: ☐ Manchester Side ☐ Henniker Side
and if available at that time can have

Write announcement as it will appear on signboard:

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Indicate how many of each letter, numbers or symbols you will be using (place number on line in front of letter).

Applicants Signature: _____ Date: _____

Applicants Telephone Number:(day) _____ (evening) _____

Approved by: _____ Date: _____

For Office Use Only

Date Deposit Paid: _____ Cash: _____ Check#: _____

Date Letters Returned: _____

Missing Letters: _____

No Missing Letters: _____

Signed: _____ Date: _____